Queen's University Faculty Association
Expense Claim

Date:

Name:

Address:

Event:

Date(s) of Travel:

Destination:

Trip Expenses submitted for reimbursement

*Transportation	$
*Hotel	$
*Taxi	$
*Parking	$
Per Diem	$
Total	**$**

***Receipt required**

Per Diem: Breakfast is $28.40, Lunch is $27.40, Dinner is $57.70, and Incidentals are $17.30, for a potential total per day of $130.80. Mileage is $0.635/km. Please note that we will not refund any expense(s) where a receipt(s) is missing. Date Submitted:

Signature of Traveler____